

# National Student Clearinghouse

## *National Study of Learning, Voting and Engagement (NSLVE)*

### Participation Authorization Form

The undersigned, as an authorized representative of \_\_\_\_\_ ("Institution"), hereby authorizes and instructs the National Student Clearinghouse ("Clearinghouse") to use the Institution's enrollment data, as reported to the Clearinghouse, for participation in the National Study of Learning, Voting and Engagement ("NSLVE"), as described more fully below. This Participation Authorization Form ("Authorization") amends the Institution's Participation Agreement with the Clearinghouse, or Master Services Agreement (as the case may be). The organization conducting NSLVE on behalf of the Institution is IDHE ("The Institute for Democracy and Higher Education"), based at Tufts University.

NSLVE offers colleges and universities an opportunity to measure the voting and registration rates of their students, to use such information to study the effectiveness and improve the instruction of its educational programs, and to increase student civic learning and engagement in democracy. IDHE shall also use the Institution's de-identified enrollment data for publishing aggregate reports regarding student civic learning and engagement in democracy which do not identify Institution.

IDHE has a contract with a third-party vendor that collects public voter registration and voting records nationally. The information collected includes data such as whether an individual registered to vote, whether they voted, vote method, where they voted; it does not include vote choice. The Clearinghouse will follow IDHE's instructions in matching student name, date of birth, and address with public voter registration and voting records. The Clearinghouse will then append some or all of the following data elements, as reported by the institution in its Clearinghouse enrollment data, de-identify the resulting files, and send the de-identified files to IDHE for analysis: age at election, age eligibility flag, birth year, home zip code, class, program level, major and CIP code, gender, race, enrollment status, degree seeking status, school code, and campus city and state. IDHE will use this dataset to study student registration and voting rates, along with comparisons with appropriate reference groups. Any such data elements provided by the Institution to the Clearinghouse that are non-directory shall be provided pursuant to the Studies Exception to the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F.R. §99.31(a) (6) and shall be included as part of the de-identified dataset sent back to IDHE and incorporated into the aggregate reporting back to Institution. In addition, because NSLVE is conducted under the purpose of improving instruction, and the Clearinghouse will comply with the requirements of the Studies Exception in 34 C.F.R. §99.31(a)(6), the matching described in this paragraph will include those students who have opted out of the disclosure of directory information under FERPA. The study results will cover elections from 2012 through the expiration of this Authorization. The institution level study results will be provided in the form of a confidential report to the institution by IDHE directly. The report will contain aggregate numbers, not individualized data. IDHE will not publicly report results that allow the Institution to be identified unless the Institution agrees in writing to make its results public. IDHE reserves the right to identify the Institution as a participant in NSLVE in outreach materials and publications. Institution also hereby grants authorization of IDHE to provide access to its enrollment data obtained from the Clearinghouse, in de-identified form, to outside researchers for the purpose of producing additional research regarding improving instruction, student civic learning and engagement in democracy. Such outside researchers shall be under the supervision and control of IDHE and shall be contractually obligated not to attempt re-identification of the Institution's de-identified enrollment data.

The Clearinghouse agrees that the non-directory personally identifiable information data provided by the Institution may only be used for the study identified in the preceding paragraphs. The Clearinghouse will institute and enforce policies and procedures to protect all personally identifiable information exchanged under

**Please email a signed copy of this form to [NSLVE@tufts.edu](mailto:NSLVE@tufts.edu)**

this Agreement, to ensure that its use is limited to comply with all applicable law and, in particular, to ensure that any non-directory information provided to the Clearinghouse is not improperly disclosed. IDHE will receive only de-identified student information, and it will only allow access to data to individuals within IDHE with a need to know, and will take steps to maintain the confidentiality of the non-directory information at all stages of the study, including within any final report(s), by using appropriate disclosure avoidance techniques.

The Clearinghouse agrees to destroy all personally identifiable information ("PII") received from the Institution when it is no longer needed for the purpose for which the study is being conducted, except for PII which is duplicative of other records which were already in the possession of the Clearinghouse prior to the NSLVE study. Such data destruction shall occur within one year after the final report under the study has been provided to the Institution, unless extended by mutual agreement between the Parties.

The Institution authorizes IDHE to send the resulting report(s) to three report recipients, specifically (1) the office of the chief executive officer (president or chancellor), (2) the office of institutional research and/or assessment, and (3) an individual designated by the signatory (below) as the primary and follow-up contact for IDHE. This permission includes communications to the identified individuals' successor.

**President or Chancellor (Name)** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Institutional Researcher (Name)** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Additional Institutional Designee (Name)** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**The Institution acknowledges that the Clearinghouse will not be responsible for the accuracy of the information provided to it by the third-party vendor or the Institution.**

**This Authorization shall remain effective from January 1, 2023 through August 31, 2033, unless terminated in writing by the Institution or the Clearinghouse on not less than thirty (30) days written notice to the other Party. In the event that IDHE relocates to another institution of higher education or NSLVE relocates to a different education researcher, this Authorization will apply. This Authorization supersedes all prior institutional authorizations related to the NSLVE study.**

**On behalf of (Institution Name)** \_\_\_\_\_

**OPEID (if known)** \_\_\_\_\_

**Name (print)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**On behalf of the National Student Clearinghouse**

**Name** Ricardo Torres **Title** President

**Signature**  **Date** November 1, 2022

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